

P. RECYCLING AND CONSERVATION

1. Source Reduction

a. In accordance with Executive Order 12873, the Concession Contractor shall track the rate at which solid waste is generated and work toward a specific reduction target by a certain time. This target may be coordinated with the area office. The Concession Contractor shall document its source reduction program in the reports provided to the area manager in accordance with the requirements of this exhibit.

b. The Concession Contractor will implement a source reduction program designed to minimize concession use of disposable products in its operations. Reusable and recyclable products are preferred over "throwaways." Polystyrene and plastics will be used as little as possible and then only polystyrene not containing chlorofluorocarbon. Where disposable products are needed, products will be used that have the least impact on the environment. The use of post-consumer recycled products whenever possible will be encouraged.

2. Recycling and Beverage Container Programs

a. The Concession Contractor shall implement a recycling program that fully supports the efforts of Reclamation. Products to be recycled include, but are not limited to, paper, newsprint, cardboard, metals, plastics, aluminum, glass, waste oil, antifreeze, and batteries.

b. The Concession Contractor shall provide recycling bins in all visitor areas. The Concession Contractor is responsible for emptying these bins as needed and for ensuring that these recovered materials are delivered for recycling and not sent to a landfill for disposal.

c. Any beverage container deposits collected in excess of related operating expenses will be used for environmental projects as approved in writing by the area manager. An accounting of the beverage container deposits collected and distributed will be provided to Reclamation on an annual basis.

3. Water and Energy Conservation

The Concession Contractor will implement water and energy conservation measures for each of its operations. As new technologies are developed, the Concession Contractor will explore the possibility of integrating them into existing operations where there is potential for increased efficiency, reduced water or energy consumption, or reduced impacts on the environment.

4. Affirmative Procurement

The Concession Contractor will implement an Affirmative Procurement Program, consistent with Executive Order 12873, for the preferential acquisition of products that have recycled material content or that are environmentally preferable.

Q. VOLUNTEERS

The Concession Contractor will allow employees to participate in Reclamation's volunteer programs to the extent it does not impact their scheduled duties.

R. SMOKING IN PUBLIC BUILDINGS

Concession facilities must comply with Interior guidelines relative to smoking in public buildings. The Concession Contractor will post notices in all public buildings as necessary.

S. QUIET HOURS

Quiet hours will be enforced between 10 p.m. and 6 a.m. in all concession overnight facilities and the Concession Contractor's employee housing areas.

T. SIGNATURE BLOCK TO BE USED FOR FINAL PLAN

Concession Contractor

Reclamation

Signature block for initial plan to be approved by the Area Manager after the effective date

Signed:

Area Manager:

Title:

Date:



## APPENDIX A

### GIFT SHOP GUIDANCE

Gift shops at the Reclamation area serve the two-fold mission of (1) providing opportunities for visitors to purchase mementos and (2) serving as an extension of Reclamation's interpretive responsibilities to the public. The shops provide a means for visitors to take something of their experience away with them by purchasing gifts and souvenirs that relate to the area's resources and educational messages. The purchases have the potential of both providing memories of an enjoyable experience and further contributing to the visitor's understanding of the area's preservation and related environmental and cultural values.

### OBJECTIVES

By responding to the above mission statement purpose, the following objectives are achieved:

The image of the Reclamation area and the gift shops are intertwined; the shops, in terms of both merchandise and personnel, are a front line of Reclamation's interaction with its visitors and should exemplify quality and professionalism. The area office will assist in training the Concession Contractor's staff in the interpretive and educational messages to be conveyed by sales items. The Concession Contractor will continue training retail personnel to be aware of the sources (when important), quality, and authenticity (when appropriate) of merchandise items.

To the greatest extent possible, gift and souvenir items will have an identifiable relationship (i.e., environmental themes) to Lake Berryessa, its environs, its natural and cultural history, or other related topics.

Themes and categories will be identified by Reclamation's staff and the Concession Contractor's staff to guide in the implementation of objective 1. Gifts and souvenir items that do not relate to any of the above-identified themes will be phased out of the inventory. Sales items with area interpretive and environmental or cultural educational value will be provided prominent display space. When possible and appropriate, informational tags will be attached to sales items in an interpretive or educational effort to illustrate the relationship of the item to one or more of the specific themes.

Handcraft items representing area and regional themes will be encouraged and sought; conversely, handcraft items from other regions of the United States are discouraged.

Gifts and souvenirs representing the desired themes will be sought within a broad price range, providing visitors the opportunity to purchase items from both expensive and inexpensive categories. When appropriate, fine art may be included within the Concession Contractor's sales inventory.

The Concession Contractor has the responsibility to select specific merchandise items that comply with this Mission Statement and the general Reclamation merchandising guidelines. The area manager must be careful not to dictate the sale of specific gift items based on individual tastes in gifts and souvenirs. Reclamation recognizes that purchasing and merchandising new inventory will be phased, and that items that do not sell, regardless of how well they support area themes, need not be offered for sale or reordered.

The above objectives are for gift and souvenir sales items. It is recognized that the Concession Contractor will also sell groceries, camping equipment, supplies, activity items, clothing, sundries, and other general merchandise necessary and appropriate to meet the needs of visitors.

#### EXAMPLES GIFT AND SOUVENIR THEMES

Scenery	<p>Domes, cliffs, meadows, forests, rivers and waterfalls seen in and from (Area Name).</p> <p>Peaks, ridges, canyons, lakes, streams, meadows, forests, and giant sequoia groves.</p> <p>Skies.</p>
Geology	Mineral and rock samples and their origins.
Life Communities	<p>Balance and interdependence of life forms.</p> <p>Area flowers, trees, etc.</p> <p>Area animals, birds, fish.</p>
Settlement of Area Name.	<p>Native Americans in the vicinity of the concession.</p> <p>Other Americans in the vicinity of the concession.</p> <p>Establishment of the Reclamation area; role of Concession Contractors.</p>
Reclamation Area Experience	<p>Enjoy the special attributes of the project.</p> <p>Activities in local area.</p> <p>Project specific information.</p> <p>Reclamation area informational materials</p>
Environmental Topics	<p>General topics and issues of importance to all areas (e.g., air quality, water quality, and waste disposal).</p> <p>Environmental ethics.</p>



# EXHIBIT H

## IMPROVEMENT PROJECT PROCEDURES

### A. INTRODUCTION

This exhibit presents step-by-step procedures for the administration of concessionaire building projects (construction, rehabilitation, improvements, and repair and maintenance projects) within the assigned area. Project planning and design are presented first, followed by guidelines for project supervision. All projects undertaken by the Concession Contractor require a coordinated effort between the Concession Contractor and the Contracting Officer. This exhibit applies to the building of Concession Contractor Improvements, including new structures or facilities, rehabilitations, and the repair and maintenance of existing concession facilities that change the nature, appearance, or value of existing concession facilities.

Table H-1 located on page H-13 of this exhibit shows the Concession Facility Improvement Program build out plan.

Day to day facility operations, custodial, and preventive maintenance and maintenance needed for facility operations are not considered repair and maintenance projects subject to these procedures. Repair and maintenance is also not to be considered a project subject to these procedures when the activity does not change the nature, appearance, or value of existing concession facilities. All projects must be proposed, approved, and accomplished under these procedures. In the event of any inconsistency between this exhibit and the main body of this Concession Contract, the main body of the concession contract will prevail.

All project activities shall be directed and managed as presented in the annual Improvement Management Plan (IMP). In addition to these activities, the IMP should present a schedule of project development and implementation, as presented below under Item B, Project Planning and Design, paragraph 1. Individual projects included in the IMP will be authorized by Reclamation through an approved project statement (PS).

Projects may be required to be reviewed under the National Environmental Policy Act (NEPA) of 1969, as amended. Projects within historic and culturally significant areas may require certain building management methods established under the National Historic Preservation Act of 1966, as amended. All construction shall comply with codes and building requirements adopted by Reclamation, including without limitation and where applicable, the most recent International Building Code; NFPA codes; the Americans with Disabilities Act requirements; Reclamation Manual Policy and Directives and Standards. All concession facilities shall be harmonious in form, line, color, and texture with the surrounding landscape.

The Concession Contractor is responsible for all aspects of project development and implementation. The role of Reclamation is to provide direction, authorization, and oversight. The Concession Contractor and Reclamation staff must work closely together

to successfully complete construction projects in a manner that achieves the goals and objectives of the area of operation and of Reclamation.

## **B. PROJECT PLANNING AND DESIGN**

The Concession Contractor will be provided with copies of Reclamation's Recreation Facilities Design Guidelines and Sign Guidelines to assist in meeting the conditions of this section. It is also noted that as part of this overall process the Concession Contractor will need to receive appropriate building and other required permits from Napa County as required by State and County law or regulation. If Reclamation requirements in this section exceed the requirements of Napa County or vice versa the requirements followed must be those that are most demanding unless there is a written waiver signed by both the county and Reclamation.

### **1. Submit an Annual Improvement Management Plan (IMP)**

Before approval to proceed with any project is granted by Reclamation, the Concession Contractor must have submitted an annual IMP two to 12 months in advance of the actual site work depending on the complexity and the scope of the intended improvement. However, some projects may require several years of planning and design before construction. The purpose of the IMP is to identify the need and scope of projects in advance of the actual planned work to allow adequate time to prepare for project commencement and completion. The IMP should include any intended projects. Projects shown in the IMP must include at least a project title, a project concept description and scope, a brief statement of justification, and anticipated NEPA and section 106 planning and compliance established in collaboration with Reclamation staff. Additionally a schedule showing the activities from planning to project commencement and completion shall be included in the IMP.

### **2. Notify Reclamation of Intent-to-Proceed**

The Concession Contractor shall formally notify the Contracting Officer and Reclamation, in writing, of its intent to proceed with any project planning, design, or construction. To assist Reclamation in sequencing and scheduling necessary support staff, the project must be identified in the annual IMP. At a minimum however, the Concession Contractor shall notify Reclamation in advance of developing the IMP to ensure the requirements of the Contracting Officer are included in the Concession Contractor's project IMP and budget formulation.



### 3. Identify a Project Coordinator

The Concession Contractor project coordinator must be identified for each project. This person should have the authority to obligate project expenditures and hire and direct consultants, contractors, and Concession Contractor support staff.

### 4. Prepare a Proposed Project Statement

Arrange and facilitate a project planning conference with Reclamation staff and prepare a proposed project statement (PS) to be submitted to the Reclamation Area Manager for review after the Concession Contractor develops the annual IMP containing this project. The conference should be performed on the proposed project site, if needed.

- a. **Conference Goal and Product.**—The primary goal of the conference is to clearly identify the project concepts and scope in sufficient detail to carry the project through to completion without significant deviation from an approved PS.

The product of the conference should be a draft final PS ready for approval prepared by the Concession Contractor resulting from collaboration between the Concession Contractor and the Reclamation Area Manager.

- b. **Project Statement Content.**—The PS shall include the following at a minimum: project description; justification; scope of work, including NEPA and NHPA section 106 planning and compliance; estimated total project price; proposed schedule; milestones of Reclamation design review; and third party project inspection and certification. The elements of the PS will function as check points of accountability and will vary in frequency and scope, depending upon the nature, complexity, and scope of the proposed project.
- c. **Professional Services and Construction.**—The Concession Contractor must ensure that, for any project requiring professional services; such services shall be acquired from appropriate registered technical professionals. Licensed contractors shall perform all project work unless otherwise approved in writing by the Contracting Officer. The Concession Contractor shall, at the request of the Contracting Officer, provide for registered technical professionals to perform project inspection or facility certification or any other service needed for project implementation.
- d. **Reclamation Operations.**—Any aspect of the proposed project where the scope of work interfaces with Reclamation operations, such as utility service connections or road maintenance operations, must be clearly identified in the PS.
- e. **New Development Design.**—All designs, layouts, and footprints for new development will be determined with the professional assistance and techniques of appropriate registered technical professionals (e.g., design specialists and landscape architects knowledgeable in the development of recreational vehicle parks, lodging facilities, campgrounds, marinas, wastewater treatment,

infrastructure, maintenance, and operational support facilities). Reclamation's Sign Guidelines should be used when planning for new or replacement signs.

## **5. Submit Project Statement for Reclamation Review**

The proposed PS shall be submitted by means of written correspondence from the Concession Contractor to the Contracting Officer. A PS signed by the Reclamation Area Manager constitutes official authority for the Concession Contractor to continue further project development to the level specified in written correspondence from the Reclamation Area Manager. The Concession Contractor may obtain authority to complete a project when sufficient planning and design have been completed to meet the interests of Reclamation.

- a. **Project Statements** — A PS must present an estimate of total project expenditures. The expenditure will include all project planning, including NEPA and NHPA section 106 compliance, if required. An approved PS serves only as a guide for further project development to the level specified in the PS including but not limited to engineering documents, plans and specifications, Project Management Plan, etc.
- b. **Design** — The Contracting Officer requires an appropriate level of design and planning which shall include conceptual design, schematic design, landscaping design, footprint design, and preliminary engineering design such that Reclamation has a clear understanding of all facets of the planned project. Designs must be harmonious with form, line and color, and texture of the existing landscape. Concession Contractor must submit "as-built" construction drawings and specifications at project closeout.

## **6. Establish a Project File**

A file of all project documents shall be held by the Concession Contractor as a chronological audit trail of all project decision making activity for each project from concept development to completion and Reclamation acceptance. Each project shall be identified with a unique project number assigned by Reclamation. All documents entered into the file should have the project identification number clearly displayed on it as part of document identity.

- a. **Capital Improvement Project File** — The Project File shall be established and maintained by the Concession Contractor and shall include all the documents identified in Section C, Assessment, of this Exhibit (below). This file shall be submitted at the time of project closeout to the Contracting Officer. As part of this file, the Concession Contractor must maintain auditable records of all expenditures attributable to each project and have them available for review if requested by Reclamation personnel. Invoices shall contain sufficient information to identify the tasks completed or products delivered as agreed upon in contracts presenting a full scope of work. The file shall clearly provide a "paper trail" of all expenditures.



- b. **Typical Project File.**—The organization of a typical project file is presented in the following sections:

**Section A - Project Statement.**—The approved PS, scope of work, and a copy of the authorizing correspondence for final planning and design that was sent to the Concession Contractor by the Reclamation Area Manager should be filed in this section.

**Section B - Planning.**—This section should contain documents pertaining to any project planning. Typical documents include those produced for NEPA and NHPA section 106 compliance. Also contained in this section should be any concept design, preliminary design, or schematic design correspondence and documents. When the Reclamation Area Manager grants approval for any of the above stages of project development, correspondence from the Reclamation Area Manager should be filed in this section.

**Section C - Assessment.**—This section should contain a record of any assessment performed during project implementation. Soil, vegetation, flood plain, structural, and electrical assessments, for example, should be filed in this section. Any other existing site or facility investigative reports and all quality assurance documents such as third-party project inspection, testing, and certification should also be filed in this section.

**Section D - Design.**—This section should contain a record of documents produced and decisions made during the design phase of a project. The design phase typically occurs when project activity has shifted from conceptual discussion to organizing detailed direction provided to a contractor for construction. The Concession Contractor will need Reclamation Area Manager approval for the final design, plans and, if applicable, specifications prior to the Concession Contractor moving to the construction phase. Correspondence from the Reclamation Area Manager providing design approval should be in this section.

**Section E - Project Work.**—This section should contain a record of decisions made during project work. The letter from the Reclamation Area Manager granting notice-to-proceed with the project should be in this section. All contractor proposals, change-orders, design modification documents, daily construction activity records, weekly meeting minutes, etc., should be in this section. Documentation for larger projects should be organized according to subcontractor activity or standard specification enumeration. The final documents filed in this section should be Reclamation correspondence sent to the Concession Contractor providing project acceptance and closeout.

**Section F - Financial.**—This is a very important section where a copy of all contracts and contract modifications should be filed. It is important to ensure that all expenditures are accounted for. All expenditures must have supporting documentation cross-referenced with documents in other file sections, if necessary. Monthly financial detail reports shall be prepared and filed in this section with copies of all project budget documents. This section must contain

the IRS Useful Life Table matching the IRS taxes filed for that year with a clear indication that the project will be capitalized or expensed. Also contained in this section shall be a copy of the project acceptance and closeout letter from the Contracting Officer.

**Section G - Photo Documentation.**—Complete documentation, including before-and-after photos, records of any special situations or conditions requiring changes, and documentation of methods used, should be kept to assist future maintenance or appraisal efforts. Photographic documentation is also usually required for modifications to “listed” historic structures. To be most useful, photos should be filed with the documents they support.

## **7. Submit Natural and Cultural Resource Compliance Documents for Review and Approval**

During development of the PS, identification of required deliverables and responsibility for natural and cultural resources compliance work will be established. The Concession Contractor must request the participation of Reclamation staff early in project planning to ensure uninterrupted project implementation. Development of compliance documentation must occur as soon as possible. Every effort shall be made to perform compliance document preparation tasks concurrently with project planning and design.

- a. **Historic and Cultural Compliance.**—Historic and cultural compliance document approval is required for property listed in or eligible for inclusion in the *National Register of Historic Places*. Any undertaking affecting property listed shall be performed in accordance with “Department of the Interior’s Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings.” The Concession Contractor must document proposed actions before any work occurs for any project that may affect a historic structure, historic district, cultural landscape, archeological site, or historic object or furnishing. Compliance will usually require the preparation of at least “assessment of effect” drawings and specifications to the level of final documents, if required. Compliance shall carry through to submission of the “Construction or R&M Completion Report” for many projects where significant changes are made to the historic structure or landscape. Therefore, compliance document approval usually will not occur until after submission of project documents. Historic compliance review and approval will require at least several weeks from date of submittal to Reclamation. Where submittal is made to the State Historic Preservation Officer or the Advisory Council on Historic Preservation, additional time will be required before approval may be given.
- b. **Ground Disturbance.**—Where ground disturbance will take place, submittal of drawings that show area and depth of proposed ground disturbance will be required. Submittal of this document early in project planning is recommended. All project documents that include soil disturbance shall have the following specification included within them:



Petroglyphs, artifacts, burial grounds or remains, and structural features and ceremonial, domestic, and archeological objects of any nature, whether historic or prehistoric, found within the project area are the property of, and will be removed only by, the Government. Should the contractor's operations uncover or its employees find any archeological remains, the contractor shall suspend operations at the site of discovery, notify the Government immediately of the findings, and continue operations in other areas. Included with the notification shall be a brief statement of the location and details of the findings.

- c. **Archeological Monitoring.**—Monitoring project activity is a requirement of cultural compliance when significant ground disturbance occurs during project work. Any cultural resource monitoring required shall be performed under the direction of Reclamation. Reclamation shall be notified sufficiently in advance of the need for a monitor and will assist the Concession Contractor in making arrangements for the services of an archeological monitor at the expense of the Concession Contractor if Reclamation is unable to provide the expertise.
- d. **National Environmental Policy Act Compliance.**—NEPA compliance document approval is required before any construction or R&M project occurs for any project that has an impact on the environment. Projects requiring compliance will be identified by Reclamation early during project planning. The actual review period length may vary widely depending on the nature, scope, and complexity of the project elements that relate to resource compliance. Projects that have an insignificant effect on Reclamation resources usually require a “categorical exclusion” determination. Projects having a significant effect on Reclamation resources or that are not part of other NEPA compliance documentation may also require a longer period of implementation.

## **8. Submit Project Documents for Review and Approval**

The Concession Contractor shall submit project documents to establish project activity for review and approval by the Reclamation Area Manager. Approved project documents establish the full scope of the project and the quality of work to be performed by the Concession Contractor. The scope of the documents required will be identified in the PS. The scope and detail of the documents will vary depending on the nature and complexity of the project. “Manufacturer’s cut-sheets” may be all that is required for some R&M projects, and for others, complete detailed drawings and specifications may be required. The Concession Contractor is responsible for the technical accuracy and completeness of all project documents and shall provide the technical review as needed to ensure compliance with all applicable Federal, State, and local statutes, codes, regulations, and appropriate industry standards. Any exception to this will be by written authorization from the Reclamation Area Manager.

## **9. Submit a Project Estimate and Schedule**

An estimate of the total project price and completion schedule shall be submitted to the Reclamation Area Manager before work begins. This is a revision of the total

project price and completion schedule estimated in the PS. The project estimate and schedule are based on the best information available that was identified during project planning and design.

## **C. PROJECT MANAGEMENT PROCEDURES**

### **1. Identify a Coordinator**

A project coordinator shall be identified and vested with the authority to direct the contractor on behalf of the Concession Contractor. Reclamation will direct its communication concerning the nature and progress of project activity to this person. The project coordinator shall have full responsibility for ensuring that all construction complies with the approved project documents and specified code compliance.

### **2. Submit a Total Project Price for Review**

All projects completed under the terms of this concession contract shall include submittal of a total project price in writing to the Reclamation Area Manager for review.

### **3. Notice-to-Proceed with a Project**

A Notice-to-Proceed with a project will be issued when all submittals, including but not limited to proof of any required bonding and insurance, requested by the Reclamation area manager have been reviewed and approved. The Notice-to-Proceed must be received by the Concession Contractor in writing before any project work occurs.

### **4. Hold a Pre-Project Conference with the Contractor**

The Concession Contractor shall arrange and facilitate a pre-project conference as needed or as requested by Reclamation with the Concession Contractor's construction contractor (contractor). The purpose of the conference is to provide Reclamation the opportunity to meet the contractor and confirm that the contractor has full understanding and knowledge of all work to be performed. In addition, the conference provides the opportunity to confirm established communication linkages between the Concession Contractor, the contractor, and Reclamation. Any questions the contractor may have regarding any matter of the project or anything about area access, rules, and regulations may also be discussed.



## **5. Submit Project Activity Reports (as Required)**

A record of project activity shall be provided by the Concession Contractor on all approved projects. The scope and frequency of performing this documentation shall be identified upon submittal of project documents for Reclamation approval. The Concession Contractor is responsible for the accuracy and completeness of all design and completed projects.

- a. **Content.**—Project activity reports shall summarize daily project activity recording important observations and decisions. These may be daily reports or weekly reports that cover daily activities. They shall also identify project expenditures to date if required. The reports shall identify any changes to the approved project documents either by Change Order or as a result of any other variance from approved project documents. Reclamation shall be notified immediately if a change is likely to occur in the total project price. (See the discussion below for review and approval of change orders and contract modifications.)
- b. **Regulatory Code Compliance and Project Inspection (as Required).**—Inspection reports specifically addressing regulatory code compliance and adherence to project documents will be required, at the request of the Reclamation Area Manager, during certain stages of the work. Independent industry certified inspectors or registered technical professional subject area experts shall perform all inspections and project component certification. Inspection reports shall be prepared that include all findings and results of code compliance inspection. Sections and paragraphs of applicable codes shall be referenced when deficiencies are noted. Recommendations presenting remediation shall accompany line item deficiencies in the report. All inspection reports shall be included in the final project completion report. Inspection reports must be submitted before the project is accepted by the Reclamation Area Manager.

## **6. Submit Requests for Changes in Approved Project Documents**

The Reclamation Area Manager's approval will be required before any significant changes are made to the project scope during the completion of projects. The Concession Contractor shall provide Reclamation with written notification immediately upon identifying the need for a change in project scope that affects any of the items listed below. The written notification shall include a request to change the approved project documents. The request will be complete with justification and explanation of the effect of the change on all other aspects of project design and work. Requests for any significant changes in the approved project documents shall be reported in project activity reports, and any documentation requested will be attached. Changes in approved project scope that need to be made after the work has started will require review and approval of the Reclamation area manager. Some examples might include the following:

- Changes affecting natural, cultural, or historic resources.
- Changes in designated visual appearance.

- Changes in the interface with Reclamation utility or road facility maintenance operations.
- Changes in project scope, as required for facility improvement projects.
- Proposed changes that involve natural or cultural or historic resources may require a significant period of review, depending on the complexity of the concern.

## **7. Submittal of Change Orders for Review and Approval**

When one of the five factors listed in (6) above exists, the Concession Contractor shall submit, for the review and approval of the Reclamation Area Manager, documentation justifying the proposed changes. The Concession Contractor shall also submit a revised total project price for each proposed change, as needed. All change orders or any other means of directing the contractor that may have the effect of increasing the total project price will require the Reclamation Area Manager's review and approval.

## **8. Reclamation Project Inspection**

A representative of the Reclamation Area Manager will inspect the project periodically. These inspections are not in lieu of or in any way a substitute for project inspection provided by the Concession Contractor. Ensuring safe, accountable project activity and providing the contractor with direction to fulfill the full scope of approved work is the responsibility of the Concession Contractor.

## **9. Project Supervision Documents**

Project drawings and specifications must be kept on the project site, complete with any design or project modifications, in a well-organized form. The Construction Supervisor shall keep a current "red-line" copy of approved project documents updated daily showing any changes. In addition, a well-organized file of submittals required in the approved project documents and approved where required by professional architects and/or engineers must also be kept on the project site with the project documents for periodic inspection by Reclamation staff.

## **10. Substantial Completion Inspection and Occupancy**

Joint inspection by Reclamation and the Concession Contractor will occur upon notification that the project is substantially complete. A "punch list" of work items will be formulated and performed to "closeout" the project. The Reclamation Area Manager will accept the project when the "punch-list" items are completed. The Concession Contractor will be notified in writing by the Reclamation Area Manager. The Concession Contractor is not to occupy the facility until authorized in writing by the Reclamation Area Manager.



## **11. Requesting Approval**

Upon Substantial Completion of a capital improvement project, as determined by the Reclamation Area Manager, the Concession Contractor must provide the Reclamation Area Manager with a written schedule of costs incurred. The project file containing actual invoices and the administrative record of project implementation must support these expenditures and shall be submitted to the Reclamation Area Manager for review with the request. If requested by the Reclamation Area Manager, the Concession Contractor shall also provide written certification from a certified public accountant regarding project costs. The certification must comply with the requirements of this concession contract.

## **12. Project Completion Report**

Upon completion of any project, the Concession Contractor shall submit a project completion report to Reclamation. The completion report shall include the total project cost; before-and-after photo documentation; warranties; operation and maintenance manuals, if required; all inspection and certification reports; and "as-constructed" drawings. (See item 13, below.) Projects may require the submittal of any other similar documents deemed necessary by Reclamation to establish complete project documentation. The level of documentation requested may also include photo documentation provided during construction to record significant unforeseen site and construction conditions that necessitated changes to approved project documents and the approved total construction price.

## **13. "As-Built" Drawings**

The "as-built" drawings included with the project completion report for all projects shall be full-size, archival quality, prepared in accordance with Reclamation management policies and must be submitted before the project is accepted by Reclamation. At least two half-size sets of drawings shall also be provided. The drawings shall provide a full and complete record of all "as-built" facilities, including reproductions of approved submittals and manufacturer's literature documenting quality of materials, equipment, and fixtures in addition to a record set of project specifications approved for construction.

#### **14. Request Project Acceptance and Closeout by the Reclamation Area Manager**

The Concession Contractor shall request project acceptance by the Reclamation Area Manager either at the time of submittal of the Project Completion Report or at any time thereafter. Project acceptance will be contingent upon fulfillment of all requested project completion work tasks and submittal of all project documentation in accordance with these guidelines and as requested by Reclamation.



## TABLE H-1 CONCESSION FACILITY IMPROVEMENT PROGRAM

**PENSUS LAKE BERRYESSA CONCESSIONS**  
**DEVELOPMENT PLAN SCHEDULE FOR PROVISION OF SERVICES**

**EXPLANATORY NOTES**

**Provision of all anticipated services contingent upon any additionally required government approvals.**

**SERVICES ANTICIPATED AS POSSIBLE TO PROVIDE FOR SEASON 2010**

**Markley & Monticello** - No possession by Pensus until beginning of 4th year.  
**Markley** - Start of installations have been delayed until 4th year but accelerated so that the total proposed is still accomplished by year 10. If Pensus receives possession sooner, the development will be moved up accordingly.  
**Monticello** - Start of installations have been delayed until 4th year but accelerated so that the total proposed is still accomplished by year 10. If Pensus receives possession sooner, the development will be moved up accordingly.  
**Steele, Spanish, Berryessa & Putah** - For 2010 Season operation of all existing camping and RV sites.  
**Spanish** - For 2010 Season, if warranted by market demand, possible conversion of +/- 100 Trailer Home sites (out of total of 153) to RV or camp site use (all shown below as RV).  
**Steele** - For 2010 Season utilization of the existing parking area by the launch ramp for boat trailer parking for self launch customers.  
**Steele** - For 2010 Season the utilization of the flat area in the tennis court vicinity for boat on trailer storage with launch and retrieval service - possible creation of an additional temporary launch location.  
**Putah** - For 2010 Season utilization of the existing parking area by the launch ramp for boat trailer parking for self launch customers.  
**Putah** - For 2010 Season possible expansion of the parking area by minimal grading and granite surfacing as necessary.  
**Putah** - For 2010 Season, if warranted by market demand, possible conversion of 100 +/- Trailer Home Sites (of a total of 142) to RV or camp site use (all shown below as RV).

**NOTES / CONDITIONS / CONTINGENCIES FOR PROVISION OF SERVICES IN 2010**

Portable toilet facilities will be provided as necessary & existing (and available for temporary use restrooms) possibly connected to Effluent Holding Tanks.  
All operations contingent upon permission to truck effluent and availability of a treatment facility that will accept the effluent at a reasonable cost.  
All operations contingent upon a distribution system to deliver potable water. Potable water holding tanks will be installed.  
RV Sites will be provided with a potable water delivery and effluent pump out service. Power will be provided to additional sites if practical.  
Season 2010 shows possible provision of a greater number of RV and Camping Sites than exist at present or in following years. However no account has been taken of phasing out temporary sites while new facilities are installed.  
Self Launch customer parking and land storage of boats is considered to be conservative. If the market demands it is believed that additional sites for parking / storage can be created.



[illegible]

LUPINE SHORES (STEELE PARK)	SERVICES FOR 2010 SEASON ONLY	REQUIRED FACILITIES										TOTAL ESTIMATED DEVELOPMENT COST	ADDITIONAL AUTHORIZED FACILITIES TO BE INSTALLED DEPENDANT UPON MARKET DEMAND	TOTAL REQUIRED & AUTHORIZED FACILITIES
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10			
		Year 1 - 30	Year 2 - 30	Year 3 - 30	Year 4 - 30	Year 5 - 30	Year 6 - 30	Year 7 - 30	Year 8 - 30	Year 9 - 30	Year 10 - 30			Year 1 - 30
Existing RV Sites with partial hookup	48													
Existing RV Sites with complete hookup including sewer	14													
RV sites at beginning of year														
RV sites at end of year			10	31	31	31	31	31	31	31	31			
development cost per site			3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	93,000	0	31
Campground sites at beginning of year														
Campground sites at end of year														
development cost per site													10	10
Lodging units (boutique resort - 3 star) at beginning of year														
Lodging units at end of year														
development cost per unit														
Wet Slips at Beginning of Year														
Wet Slips at Year End														
development cost per slip														
Courtesy/Boat Rental Slips at Beginning of Year														
Courtesy/Boat Rental Slips at End of Year														
development cost per slip														
***You Boat dock is included in Courtesy/Boat Rental														
Small Boat Rentals at beginning of year														
Small Boat Rentals at end of year														
cost of small boat														
Houseboat Rentals at beginning of year														
Houseboat Rentals at end of year														
cost of houseboat														
Dry Storage Spaces and Boat Trailer Parking Spaces	500													
The two categories above will be adjusted based on demand														
A Launch & Retrieval Service will be available on request														
development cost per unit														
AMENITIES														
Retail/Convenience/Boutique														
Restaurant														
Restroom/Shower/Laundry Facilities														
Resort Spa/Fitness Center														
RV/Camping Swimming Pool/Cabana/Clubhouse														
Resort Swimming Pools/Cabana														
Fish Cleaning Station														
BBQ Area														
Conference Center														
Fuel dock														
Pump outs														
On land fuel station														
Boat maintenance facility														
Launch Ramp														
AMENITIES & CONTINGENCY COST												807,000	0	1
TOTAL DEVELOPMENT COST												6,500,000		